

Retention and Classification Report

Agency: Beaver (Utah) (87)

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Records Officer Anona Yardley

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AGENCY: Beaver (Utah)

SERIES: 85041

4

TITLE: Audit reports

DATES: i 1986-

ARRANGEMENT: Chronological

DESCRIPTION:

Financial records for each city office are audited each year as required by law. The audit examines all revenues received by the city and compares them to the city's expenditures to evaluate the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

RETENTION:

Retain 3 years after microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office for 3 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Beaver (Utah)

SERIES: 85041

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public UCA 51-2-3(3) (2008)

AGENCY: Beaver (Utah)

SERIES: 13139

3

TITLE: Codified ordinances

DATES: 1881-

ARRANGEMENT: Chronological by year, thereunder numerical by chapter or title

DESCRIPTION:

As the governing body of Beaver City, the Mayor and City Council enact their legislative power through the creation of ordinances. An ordinance may "regulate, require, prohibit, govern, control or supervise any activity, business, conduct or condition [as] authorized" by the Utah Code (UCA, 2003, 10-3-701-702). According to its minutes, the City Council began discussing the codification of ordinances in March 1881. For an outside cost of \$220.00 they would be revised, rewritten, arranged and proof-read before being published and distributed. Though the resulting edition did not survive, the rest of the minutes themselves frequently include drafts of new or revised ordinances over the ensuing years. When codified, each ordinance under a chapter (1982) or title and chapter (2000) has a section number, a short title and the body which includes detailed instructions for the particular cause, action and possible result if broken. Over the years, ordinances have regulated the setup of municipal government, business licensing, public health, traffic, utilities and zoning.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 06/02/2003

AGENCY: Beaver (Utah)

SERIES: 13139

TITLE: Codified ordinances

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently after being microfilmed.

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Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

APPRAISAL:

Administrative Historical Legal

These codified ordinances contain one of the most recent versions of Beaver's municipal code and previous examples useful for historical research.

PRIMARY CLASSIFICATION:

Public

AGENCY: Beaver (Utah)

SERIES: 85015

4

TITLE: Council minutes

DATES: 1880-

ARRANGEMENT: Chronological according to date of entry.

DESCRIPTION:

This series contains the minutes to meetings of the Beaver City Council. The City Council is the legislative and governing body of the city. It discusses and manages the business of the city. The Council has traditionally met in regular session two times each month, with special sessions called as needed (UCA 2002 10-3-502). Often in attendance at the meetings is the City Manager, while the City Recorder takes the minutes. The minutes, which are approved and signed by the mayor and city recorder, describe who is in attendance and issues discussed each time. In addition, later volumes have related documents such as correspondence, ordinance drafts, court files, bills and bids for city contracts filed with the relevant meeting's minutes.

RETENTION:

Retain Permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 05/21/2003

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office permanently after being microfilmed and then destroy provided microfilm has passed inspection.

AGENCY: Beaver (Utah)

SERIES: 85015

TITLE: Council minutes

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Fiscal Historical

The minutes of the City Council of Beaver serve as central sources of information on the government and history of the city.

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3)(2008)

AGENCY: Beaver (Utah)

SERIES: 24029

3

TITLE: Mountain View Cemetery listing

DATES: ca. 1874-

ARRANGEMENT: Alphabetical by last name of deceased

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records are arranged alphabetically by names of owners or deceased persons interred in the cemetery. Information is maintained in a database. A computer printout is used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update. Information is maintained in a database.

RETENTION:

Retain permanently in office.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Beaver (Utah)

SERIES: 24029

TITLE: Mountain View Cemetery listing

(continued)

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Beaver (Utah)

SERIES: 21975

3

TITLE: Planning and Zoning Commission minutes

DATES: 1995-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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AGENCY: Beaver (Utah)

SERIES: 21975

TITLE: Planning and Zoning Commission minutes

(continued)

then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 52-4-7(3)(2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32)(2008)